



TRAVEL GUIDELINES

Foundation Funds may be used to support travel expenses to scientific meetings or for other research and/or educational conferences, seminars, etc. Travel charged to a research account must be limited to purposes that relate to the investigator's research activity. Travel for educational activities must support the training and education mission of the VA.

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

Request for Travel Funds:

Forms are to be completed/submitted a minimum of 4 weeks prior to travel. Complete the Request for Travel Funds form. If you have requested a travel grant from the R&D committee, attach a copy of the memorandum submitted to the Committee.

Documents required:

- A. Program material (i.e. program announcement, agenda, etc)
- B. Abstract or invitation letter when making a presentation
- C. VA Employees - **Approved** authorized absence or travel authority and **approved** VA Form 0893 (Advance Review of Offer to Donate Support for Official Travel).

Prepaid Items:

The Corporation will prepay registration, airline tickets and any other costs that may be required prior to travel. No cash advance will be granted before the travel. **If travel is not completed, the traveler must reimburse the corporation for all prepaid items.**

Lodging and Per Diem

Meal expenses will be paid using VA per diem rates. Current per diem rates can be found at:
<https://www.fedtraveler.com/>

Lodging expenses will be paid for original receipted charges up to the normal convention hotel rates. However, VA employees should ask for government rates when available.

Rental Car

Requests for rental cars must be submitted in advance with justification. Use of a rental car **MUST** be pre-approved.

Expense Reimbursement Form/Travel - submit with original receipts attached for all items that cost over \$25 including those prepaid by the Foundation.

- Registration/tuition – submit a copy of the meeting agenda. (**Note if any meals are provided, i.e. breakfast, lunch or dinner**)
- Transportation – coach class or government fare. Provide receipt and boarding pass. If personal vehicle is used, mileage will be paid, not to exceed coach class or government fare amount.
- Lodging - bill must be marked paid in full
- Parking – at airport
- Taxi - airport to hotel/hotel to airport
- Mileage – (round trip home/airport) at VA rate
- Phone calls – One per day to home, not to exceed \$5 per call
- Meals – VA per diem rate (**no receipts required**)
- Other – (such as rental car) – must be approved before traveling

All requests for reimbursement must be received within 10 days of travel. Late submission may result in non-payment of travel claim.

If you have any questions or problems, please call Mary Jo Brady (60488).



REQUEST FOR TRAVEL FUNDS

Date:

It is requested that \$ be set aside from account: .

These funds will be used by: .

To attend the following:

Location: .

Dates: from: to:

VA employees: Before travel funds can be reimbursed, the following approved forms must be submitted.

- 1. Authorized absence or travel authority approval memo.**
- 2. VA form 0893 (Approval to accept funds from an outside source)**

Describe how this meeting will contribute to your research. Attach program materials and abstract or invitation letter if applicable.

| | |
|---------------------|-------------|
| | |
| PI Signature | Date |

Approved: ☐ Disapproved: ☐

| | |
|---------------------------|-------------|
| | |
| Executive Director | Date |



EXPENSE REIMBURSEMENT FORM

(Complete and return to the Foundation office within 10 days of return from travel)

| | | |
|-------------------------|---------|----------------------------------|
| Travel for (individual) | | For travel made to (destination) |
| Departure Date | | Returning Date |
| Dates of Conference | Account | For (purpose) |

Breakdown of Expenses – Original receipts must be submitted for all expenses in excess of \$25 including those prepaid by the Foundation. Prepaid items should be marked as PP

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|--|--|
| Registration (attach receipt, program or agenda, etc) | |
| Transportation: Airfare (receipt and boarding passes) | |
| *Personal Auto - /mi x total miles | |
| *Train | |
| Hotel nights @ \$ per night | |
| Meals days @ \$ per day Note any meals provided at conference | |
| Cabs/Airport to Hotel/Hotel to Airport | |
| Mileage (round trip to/from airport): # miles | |
| Parking/Airport | |
| Miscellaneous (justify w/memo) | |
| Total Allowed Expense | |
| Less Prepaid | |
| Total Amount to be reimbursed | |

*Not to exceed air - coach class or government fare amount

Reimbursement to be made to:

I certify that all travel expenses set forth hereon are just and appropriate charges to my MDREF account, and that payment has not been, nor will be accepted from, another source. I also certify that this travel expenditure was necessary to support my approved research, education activity or in the case of a general donation account that this travel was within the scope of the donor's intent.

| | | |
|------------------------------------|-----------------------------------|------|
| Principal Investigator or traveler | | Date |
| Approved by: | Mary Jo Brady, Executive Director | Date |